

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
HUMAN RESOURCE DIRECTORS ADVISORY COMMITTEE
MEETING NOTES
February 4, 2011

The Human Resource Directors Advisory Committee convened on February 4, 2011 at 10:00 a.m. in the conference room of the State Universities Civil Service System Office, 1717 Philo Road, Suite 24, Urbana, Illinois. Mr. Morelock welcomed those attending the meeting and asked each person to state their name and university or agency affiliation.

The following persons were in attendance at the meeting: Bob Lael, University of Illinois at Springfield; Robbie Witt, University of Illinois at Urbana-Champaign; Maureen Parks, University of Illinois Administration; Deb Stone, University of Illinois Administration; Jami Painter, University of Illinois Administration; Eric Smith, University of Illinois Administration; Elyne Cole, University of Illinois at Urbana-Champaign; Alicia Lowery, University of Illinois at Urbana-Champaign; Tammy Carlson, Illinois State University; and Debra Bigger, University of Illinois School of Medicine at Peoria.

The following persons were in attendance via teleconference: Stuart Clausen, Western Illinois University; Pam Bowman, Western Illinois University; Marta Maso, Northeastern Illinois University; Jennifer Watson, Southern Illinois University Carbondale; Mirta Mendez, University of Illinois at Chicago; Vicki Baba, Illinois Student Assistance Commission; Sandy Bowman, Eastern Illinois University; Penny McCarty, Southern Illinois University School of Medicine; Rhonda Wybourn, Northern Illinois University; Renee Mitchell, Chicago State University; and Susan Veatch, University of Illinois – DSCC.

Also present from the University System Office were: Lewis T. (Tom) Morelock, Executive Director; Bryan Perrero, Assistant Director, Legal Services; and other University System Office staff members.

Meeting participants were asked to present agenda items. The University System Office also presented several agenda items and a list of current activities. Following are the items that were discussed at this meeting.

1) Update on Pilot Program Sub-Committee Activities

This subcommittee had not met since the last HRDAC meeting. The University System office informed the Committee that this program is scheduled to discontinue in the fall 2011, so some modification may be necessary to the employment protocols regarding these classifications. **The University System office confirmed that these classifications in this program would continue to exist in the Classification Plan, but that certain employment protocols may have**

to be modified in accordance with standardized civil service guidelines. The credentials assessment model and scoring parameters for entry into these classifications would continue. However, there was some question regarding register maintenance and removal of candidates. The Committee was provided some basic headcount numbers detailing the use of these Pilot Program classifications across the entire University System. The Committee was also provided information on the incorporation of these credential assessment exams into E-test, and which current IT classes would be consolidated under each Pilot Program classification. *The University System office will be further developing procedural changes and E-test modifications to incorporate these classifications into our standardized classification plan. Additional information will be provided at the next meeting.*

2) Data Collection – Employee Served/Quarterly Reports

Current procedures require the collection and compilation of various data elements related to the various employment categories contained in the University System. The University System office is attempting to establish the most efficient electronic format for the collection of information, consistent with procedural requirements. The University System office updated the Committee on specific report data requirements and the continued work with NIU and SIU. *The University System office will continue to work with NIU and SIUE to formulate an efficient electronic format for the collection of raw data information to prepare these reports.*

3) Review of Recent Legislative Actions to amend the State Universities Civil Service Act

The Committee was updated on the legislative action proposed during the final weeks of the last legislative session, specifically the amendment to HB 2386. A copy of the proposed amendment to HB 2386 was provided. This proposal was intended to address the audit findings at the University of Illinois at Chicago (UIC), regarding the number of Principal Administrative Appointments (PAAs) that were inappropriately exempted. This legislative proposal would have required the Merit Board, through the University System office, to approve each exemption under section 36(e) of the act. This legislative proposal was eventually held in the Senate Higher Education Committee, and was not sent to the Senate floor for a vote.

The Committee voiced their concern and disapproval of this proposal. The University System office provided a recap of last year's Senate inquiry into this topic. The University System office also presented a summary of the findings at UIC, and other locations, regarding this topic. It was noted that the Merit Board could take action to withdraw exemption authority from any employer or all employers at any time, but had not taken any such action to date. It was suggested that a much higher degree of accountability be established in this respect. The University System office indicated that some sort of legislative proposal on this topic may also be submitted in the new legislative session this year.

4) Update on the Development/Transition of Exemption Procedures to Administrative Rules

The Merit Board recently took action to initiate the rulemaking process in transitioning the Exemption Procedures Manual to formal Administrative Rules. A copy of the current Exemption Procedures Manual was provided. There was a review of the rule change process and a discussion of the following concepts contained in this manual, including exemption authority designation, exemption titles, Merit Board role, accountability standards, and reporting

parameters. *The Committee was asked to be prepared to discuss in detail a draft of proposed rule and procedural changes on this topic at the next meeting.*

5) Update on Class Plan Activities

The Committee was briefly informed of current activities regarding the upgrade of class specifications and examinations. The Committee was previously informed of the distribution of a computerized job analysis survey across several classifications, including Administrative Assistant, Administrative Aide, and Program Administrative Assistant. Based on these survey results, these jobs appear quite similar and will be consolidated beginning with the discontinuation of the Program Administrative Assistant classification. Similar testing parameters and MAQs will be established for the other remaining classifications. A list of several other classification plan activities was presented and discussed.

6) Update on IT Development Activities

The Committee was further updated on the new typing test to be distributed soon. They were also updated on the status of the new University System website.

7) Legal Update

The new University System office Legal Counsel, Bryan Perrero, was introduced and provided a brief update of legal activities. The Committee was updated on the status of various discharge cases.

8) Other University System office Activities

The Committee was updated on various University System office activities including:

- *Budget Update* – The Committee was informed of the current agency budget status and the presentation of the FY 2011 agency budget proposal to the IBHE. The very poor economic climate indicates a fairly dismal budget year ahead. Like many other employers, the University System Office has built reserves in their FY 2010 budget in response to the poor economic environment.
- *Audit Schedule* – The Committee was informed of the audit schedule for the current fiscal year. The Committee was informed that the Final Audit Report for each institution will be posted at the SUCSS public website. The University System Office indicated that these documents were open to the public anyway and that they have received a greater number of Freedom of Information Act requests for these.

9) Meeting Schedule

The next Committee meeting is scheduled for Friday, April 29, 2011. Committee members were urged to present any new agenda items.